User Manual

For

Pension Module

Version 1.0

Bundelkhand University, Jhansi

Submitted By :   **Designed & Developed By:**

Table of Contents

1.   Home Page

- Open http://ums.bujhansi.org in a browser in your computer
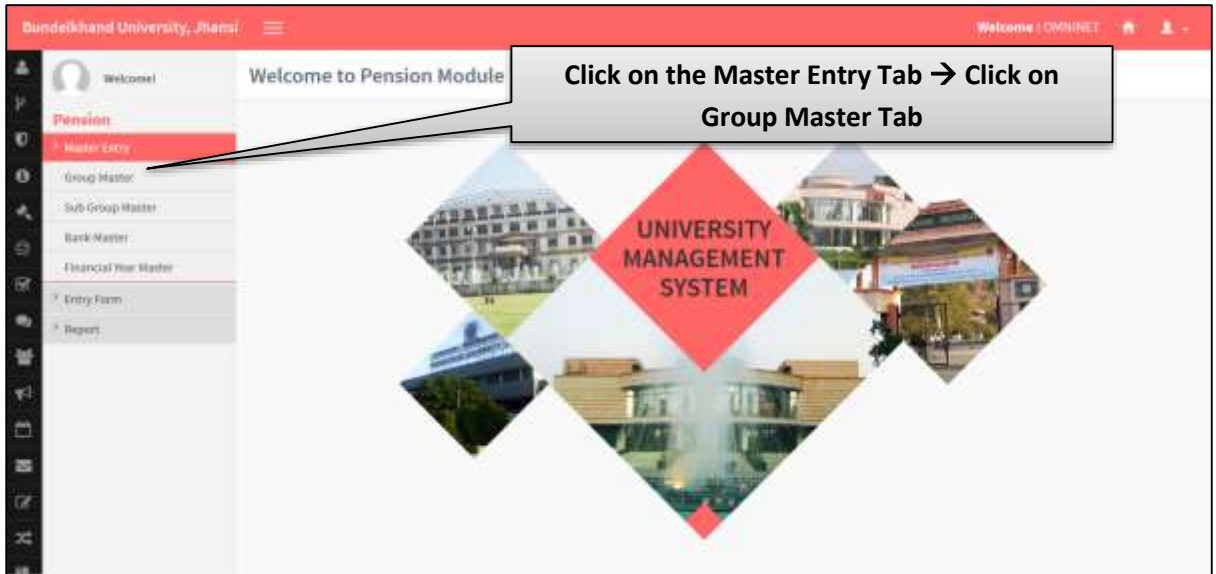- Follow instruction as mentioned in the image :

Image: Home Page

2.   Group Master

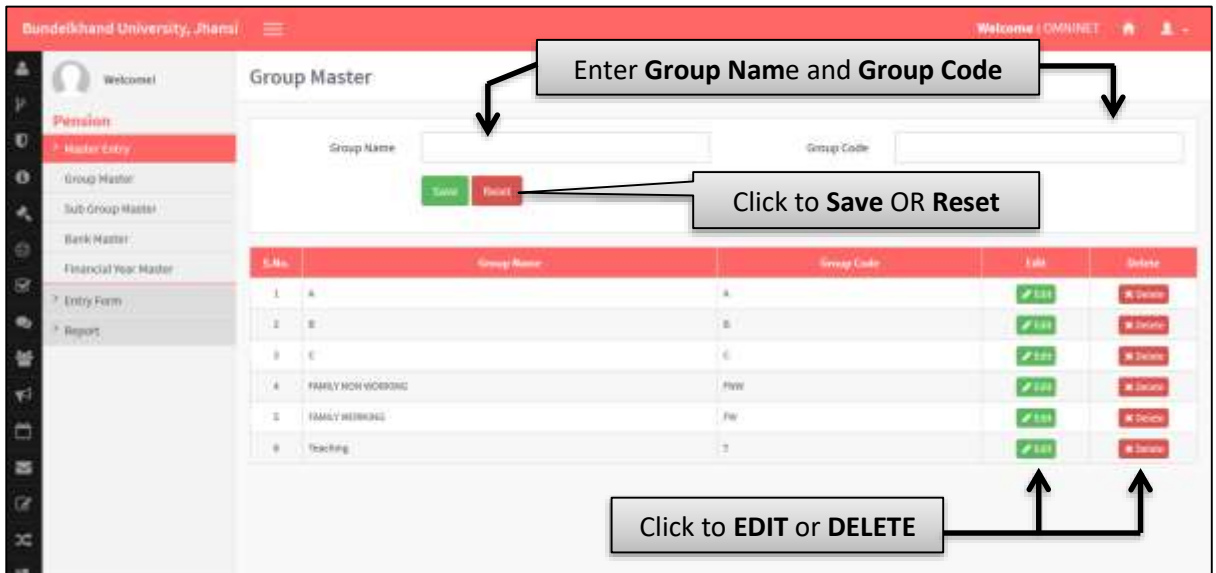- Follow instruction as mentioned in the image :

Image: Group Master

3.   Sub Group Master

- Follow instruction as mentioned in the image :

Image: Sub Group Master

4.   Bank Master

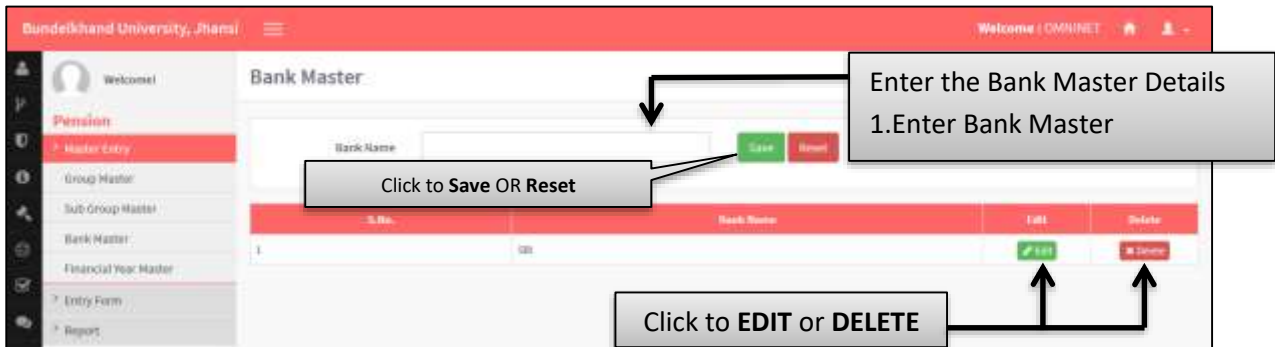- Follow instruction as mentioned in the image :

Image: Bank Master

5.   Financial Year Master

- Follow instruction as mentioned in the image :

Image: Financial Year Master

6.   Pensioners List

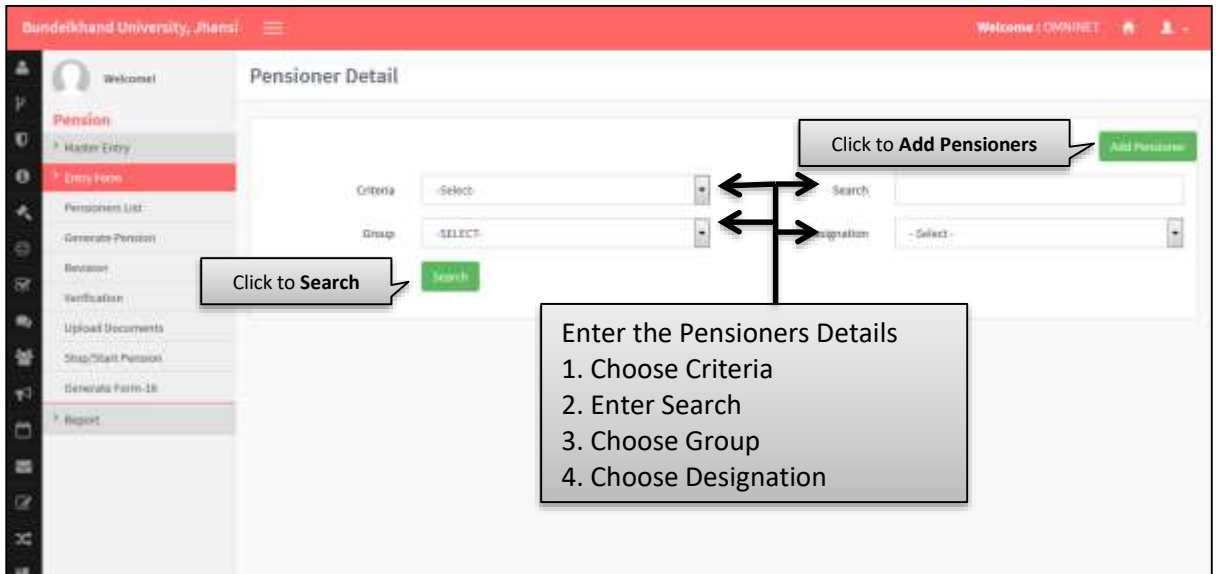- Follow instruction as mentioned in the image :

Image: Pensioners List

7.   Generation of Unique ID
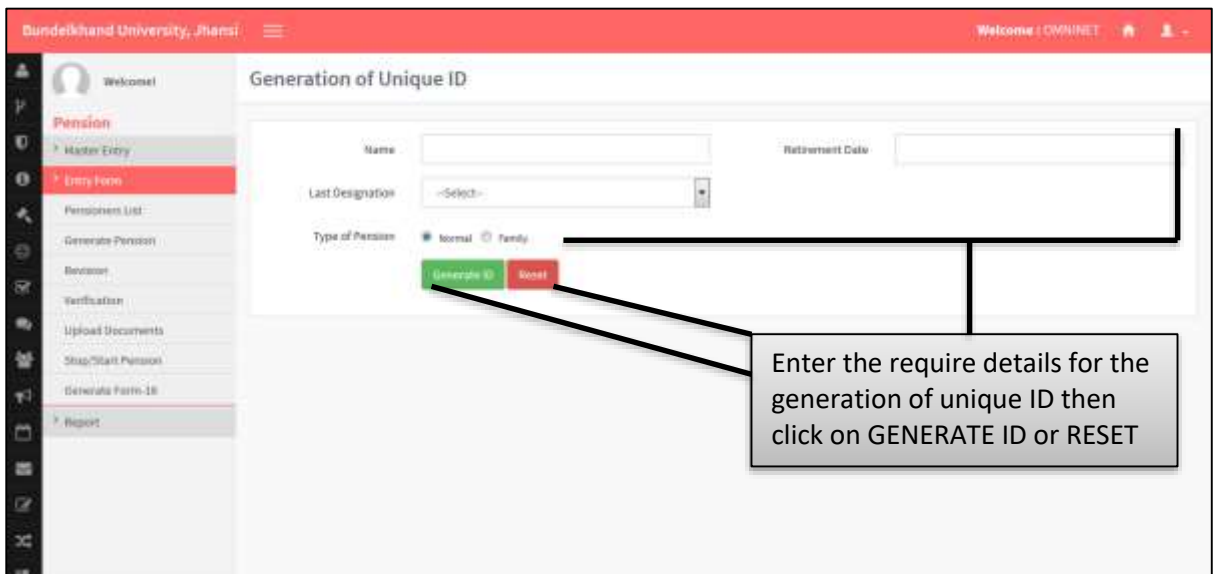
- Follow instruction as mentioned in the image :

Image: Generation of Unique ID

8.   Pensioners Details

- Follow instruction as mentioned in the image :

Image: Pensioners Details

Fill all the details of pensioners in given place. Then **UPLOAD IMAGE AND SIGN** and click on **UPDATE BUTTON** to update the details or **RESET** to reset the details.

9.   Generate First Pension

- Follow instruction as mentioned in the image :

Image: Generate First Person

10.   Generate Monthly Pension

- Follow instruction as mentioned in the image :

Image: Generate Monthly Pension

11. Release Commotation Amount

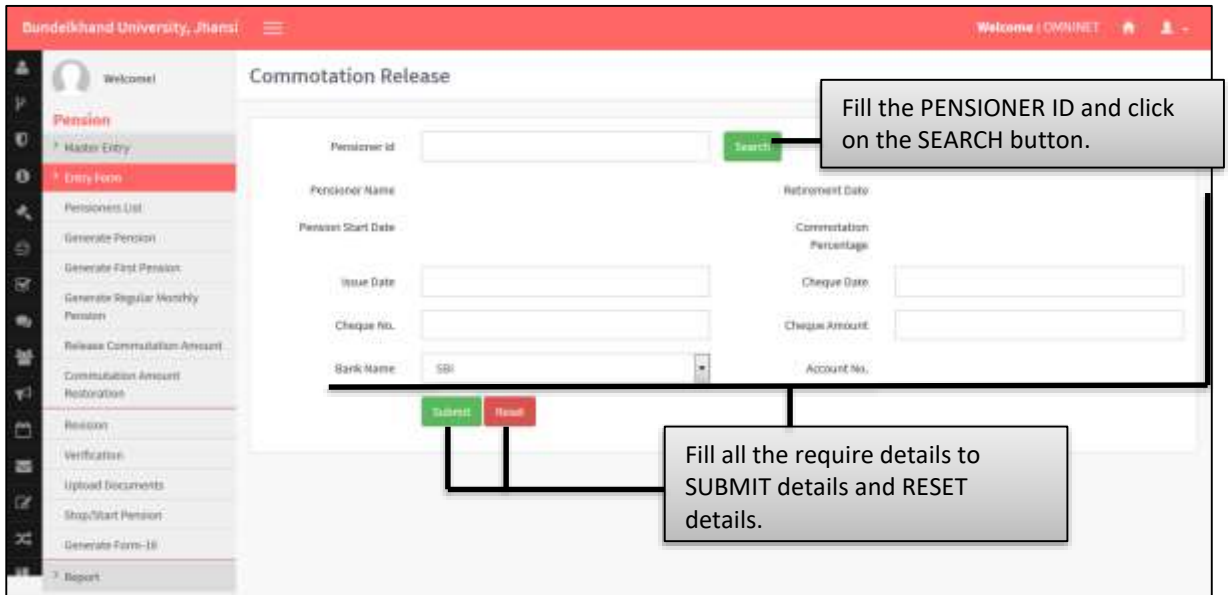- Follow instruction as mentioned in the image :

Image: Commotation Amount

12. Commutation Restoration
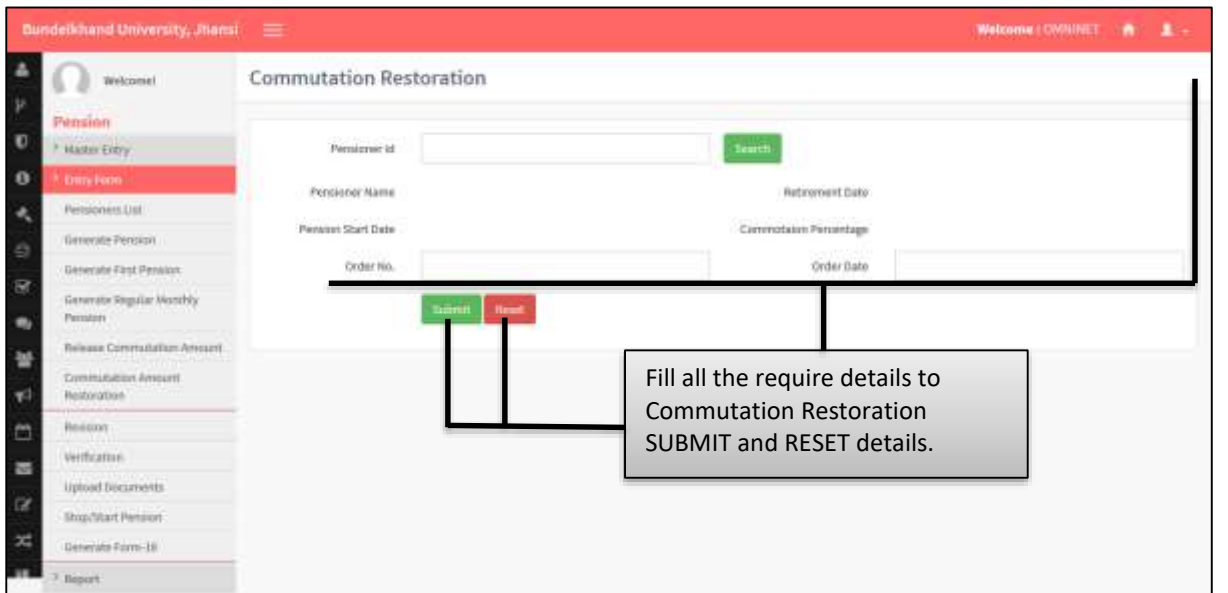
- Follow instruction as mentioned in the image :

Image: Commutation Restoration

13. **Pension Verification**
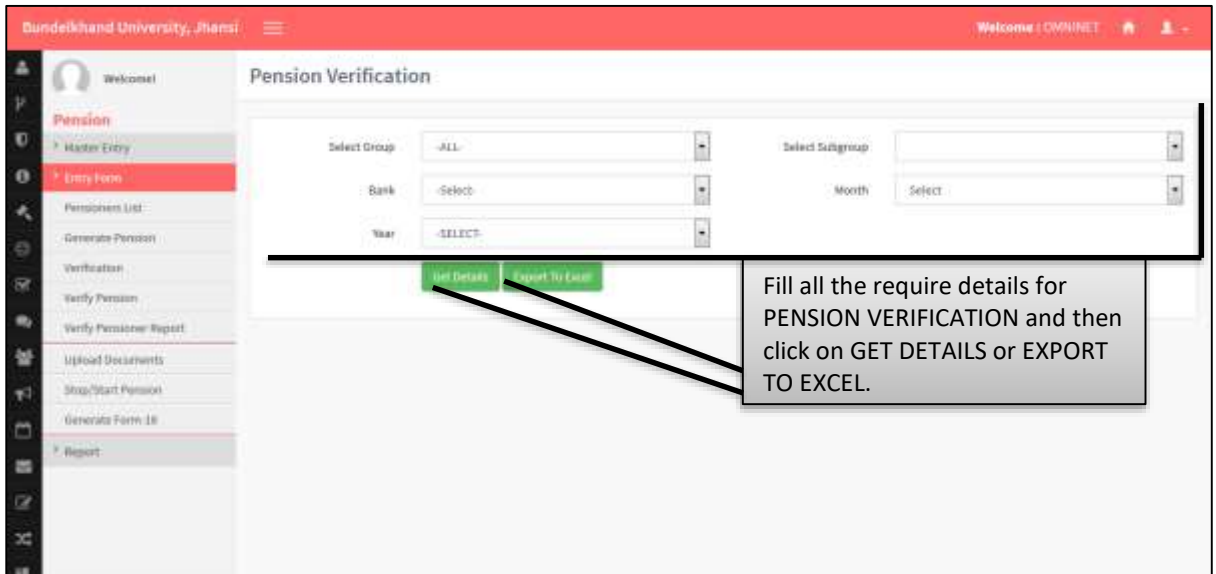
- Follow instruction as mentioned in the image :

Image: Pension Verification

14. **Upload Live Certificate**

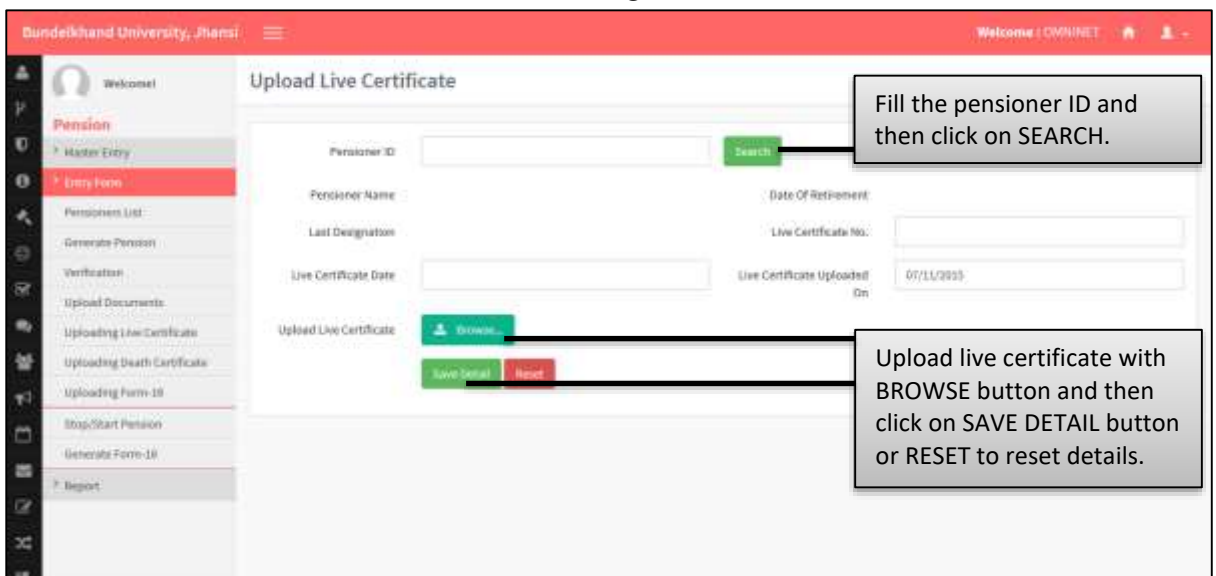- Follow instruction as mentioned in the image :

Image: Upload Live Certificate

15. **Pension Verification**
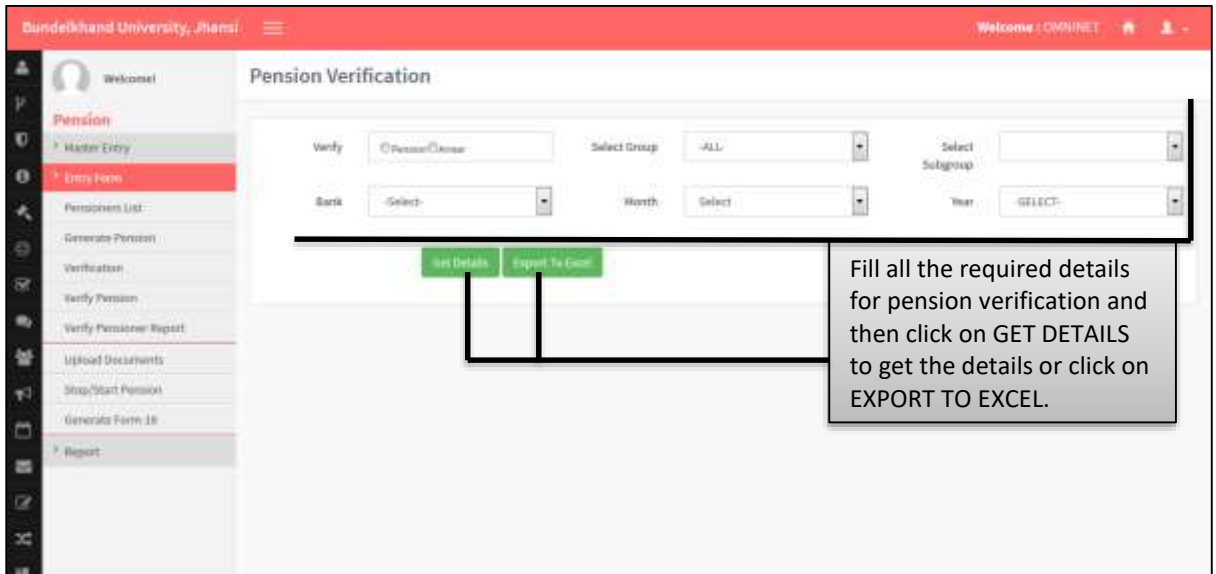
- Follow instruction as mentioned in the image :

Image: Pension Verification

16. **Upload Death Certificate**

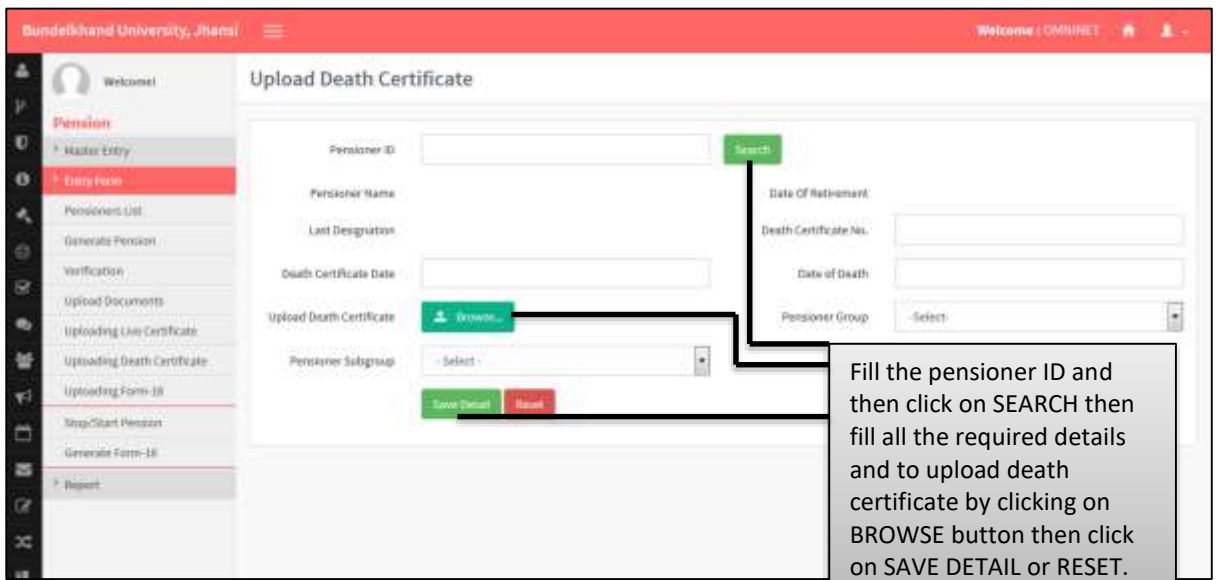- Follow instruction as mentioned in the image :

Image: Upload Death Certificate

17. Uploading Form-16
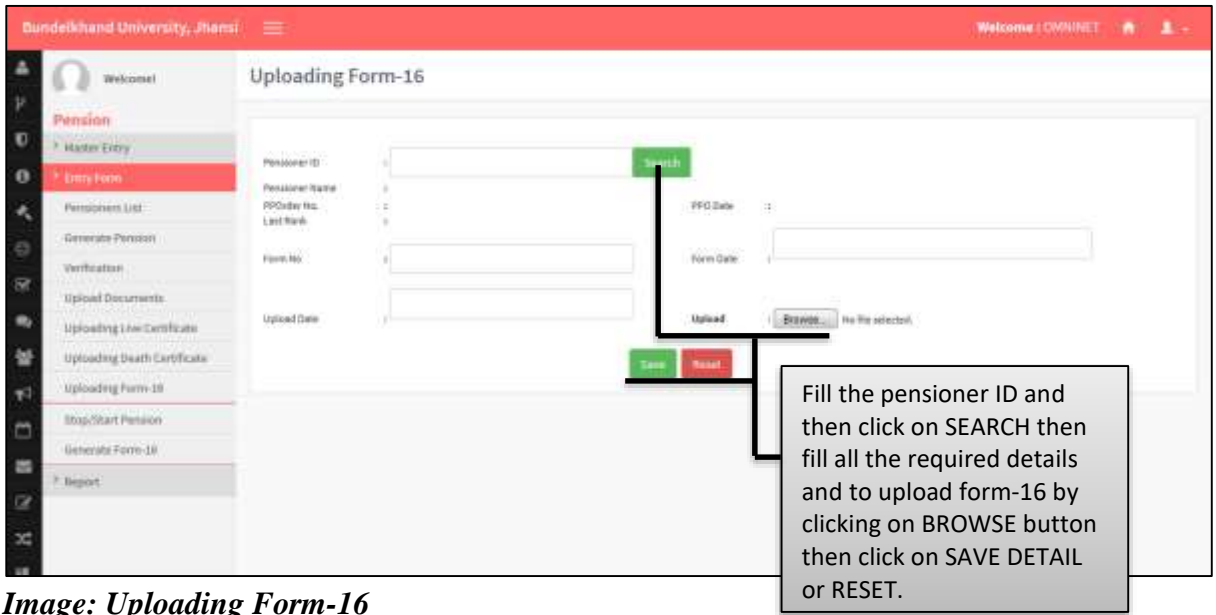
- Follow instruction as mentioned in the image :

Image: Uploading Form-16

18. Stop Pension

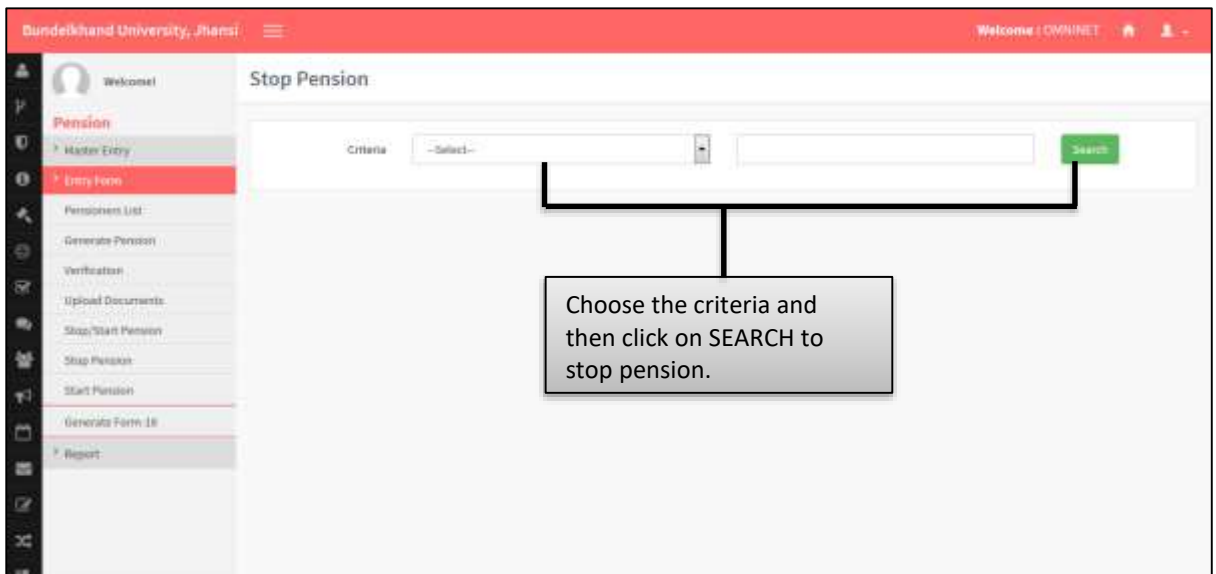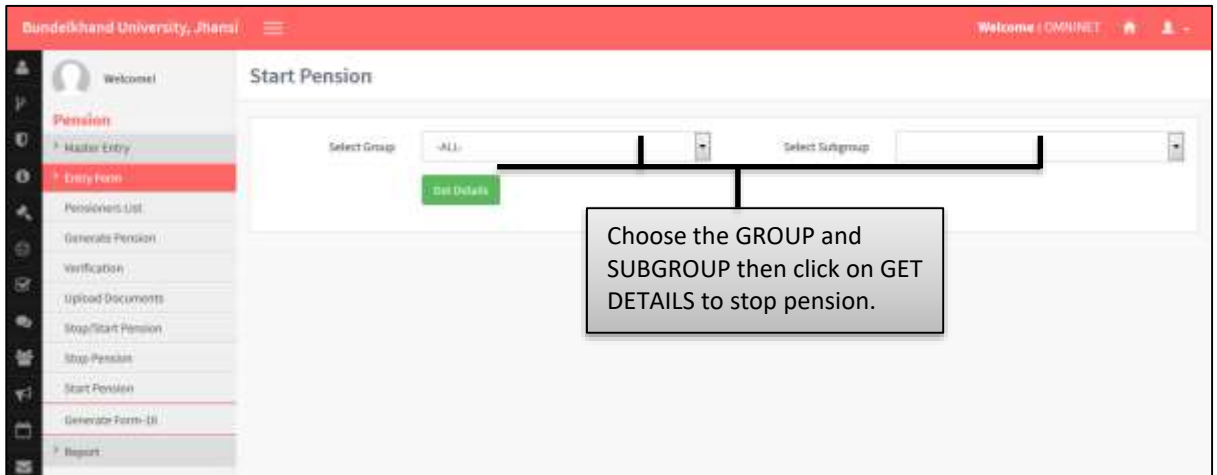- Follow instruction as mentioned in the image :
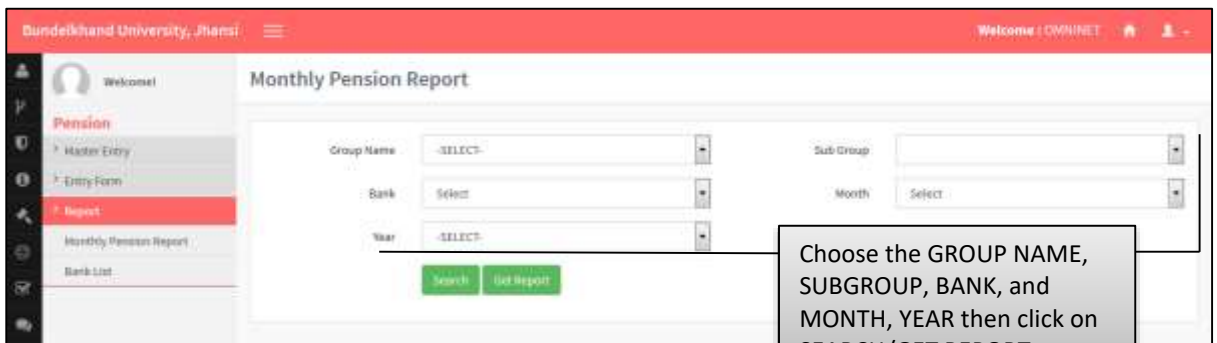

Image: Stop Pension

19.   Start Pension

- Follow instruction as mentioned in the image :

Image: Start Pension

20.   Monthly Pension Report

- Follow instruction as mentioned in the image :

Image: Monthly Pension Report

21.   Account - Wise Pension Report

- Follow instruction as mentioned in the image :

Image: Account-Wise Pension Report